**AmeriCorps Member Service Description for 2014 – 15 Program Year**

Please complete one form per each member position your agency is requesting to host.

**SECTION I**

**Agency Name:** Church World Service-Greensboro

**County Agency Located in:** Guilford

**Agency Description:** Since 1946, CWS has helped more than 450,000 refugees begin new lives in the US. The NC Affiliate of Church World Service provides comprehensive reception and placement services to newly arrived refugees in the community. Services include housing set up, cultural orientation, employment placement, case management, social service and ESL referrals and community education. All services offered by CWS are geared toward providing the tools, skills, knowledge, and basic needs support that new arrivals need to become self-sufficient in their new home.

**Position Title:** Interpreter

**Service Term:** 09/12/2014 – 08/31/2015

The AmeriCorps ACCESS Project's mission is to help immigrants and refugees become self-sufficient. State the **Main Purpose of the position to be filled by the AmeriCorps member:**

The quarter time interpreter will assist refugee clients of CWS in gaining self-sufficiency by providing interpretation for employment services, cultural orientation classes, reception and placement and legal services.

**Physical Service Location:** 620 South Elm Street, Suite 315

**Greensboro**

**NC**

**27406**

**Street Address**

**City**

**Zip Code**

**Agency Mailing Address:** 620 South Elm Street, Suite 315

**Greensboro**

**NC**

**27406**

**Street Address**

**City**

**Zip Code**

**Agency Phone Assigned to Member:** 336-617-0381

**AmeriCorps Member’s Supervisor:** Stephanie Adams

**Education Coordinator**

**Name**

Sadams@cwsglobal.org

**E-mail address**

336-210-5092

**Phone (& extension)**

**AmeriCorps Member’s Supervisor’s Supervisor:** Sarah Ivory

**Director**

**Name**

Sivory@cwsglobal.org

**E-mail address**

336-617-0381

**Phone (& extension)**

**SECTION II**

Please CHECK the type of position to be filled by the AmeriCorps member:

- [ ] FT (1700 hours)
- [ ] PT (900 hours)
- [x] QT-EAO (450 hours)

Will the member serving in this position be required to provide transportation? [x] Yes [ ] No

Will the member be required to use their own vehicle? [x] Yes [ ] No

Will the member receive travel reimbursement (if using own vehicle)? [x] Yes [ ] No

Will the member serving in this position have recurring access to vulnerable populations? [x] Yes [ ] No

**Vulnerable populations** = children age 17 or younger, individuals age 60 or older, or individuals with disabilities. **Recurring access** = the ability on more than one occasion to approach, observe, or communicate with, an individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication.

**Member’s weekly schedule:** (i.e. Monday 9:30am – 2pm, Wednesday 1pm – 5pm, and Friday 9am – 5pm).

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<tr>
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<tr>
<td>9am-12pm</td>
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ACCESS Minimum Qualifications for this member position:
1. Must be at least 17 years old
2. Must have a high school diploma or GED
3. Must have English proficiency (spoken/written)
4. Must have Computer Skills

Please list AGENCY Minimum Qualifications for this member position:
1. Must be fluent in one of the following languages: Arabic, Burmese, Spanish (plus Karen, Chin, Kachin or Arkanese), Tigrinya or Oromo
2. Must have oral and written proficiency in English and desired language
3. Must have a valid driver’s license, car, car insurance coverage throughout AmeriCorps service term, and ability and willingness to drive clients in personal car
4. Must have a good driving record: no DWI arrests, no points on license, no reckless driving within the last 3 years
5. Must have experience using computers, Microsoft Word and email

Please list the Equipment that the member is expected to use (copier, fax, etc.):
- Computer
- Telephone
- Fax
- Copier
- Printer

Please use the space provided below to include any additional details about this position:

SECTION III

Essential functions are the fundamental job duties:
- meaning the position exists to perform the function;
- there is a limited number of employees among whom the performance of the function can be distributed;
- and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.

The Americans With Disabilities Act of 1990 (ADA) and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified; an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary.

Please list the Essential Functions (primary job responsibilities) of the position. The Essential Functions are the duties that are fundamental and critical to the position and can only be carried out by the member.
- Help refugee clients of CWS obtain self-sufficiency by interpreting for cultural orientation classes and field trips
- Assist refugee clients of CWS in obtaining employment by interpreting during employment service appointments (intake, job applications and interviews, job training, job search progress)
- Provide interpretation and assistance to refugee clients of CWS for reception and placement services (airport arrivals, intake, ESL placement testing, health appointments, public benefit appointments, social security appointments, state ID and school enrollment.)
- Assist refugee clients in understanding documents received from the Department of Social Services, Social Security Administration, Health Department, physicians office, property management company, utility companies, etc.
- Provide interpretation and translation services for clients of CWS legal services program

Please respond below about the essential functions for this position as they relate to General Physical Requirements, Physical Activities, Visual Acuity, and Working Conditions.

GENERAL PHYSICAL REQUIREMENTS: Please check ONE description of general physical requirements for this position.
- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work
PHYSICAL ACTIVITIES: Please check ALL physical activities that apply to the essential functions of the position.

☐ Climbing  ☑ Stooping  ☑ Kneeling  ☑ Crouching  ☑ Reaching  ☑ Standing  ☑ Walking  ☑ Pushing  ☑ Pulling  ☑ Lifting  ☑ Fingering (typing)  ☑ Hearing  ☑ Talking  ☐ Repetitive Motions  ☐ Other: ________________________

VISUAL ACUITY: Please check required visual activities.

☐ Computer work  ☑ Driving  ☐ Other: ____________________________________________________________

WORKING CONDITIONS: Please respond about the conditions the worker is subject to in performing the essential functions of the position.

☐ The worker is NOT substantially exposed to adverse environmental conditions (such as a typical office environment).

☐ Other: ___________________________________________________________________________________

Please list the Marginal Functions (secondary job responsibilities) of the position. The Marginal Functions are those activities that are seldom or intermittently performed by the member and can be carried out by others.

- Report services provided to clients of CWS to agency data system
- Answer calls from clients of CWS needing over the phone interpretation
- Assist with providing transportation services to newly arrived refugees for appointments requiring interpretation services

SECTION IV

Fundraising Activities – ONLY 10% of member hours can be used towards fundraising activities for the partner agencies. Fundraising activities include:

1) Soliciting donation of goods (clothes, food, school supplies, etc. to be utilized by clients)
2) Soliciting monetary donations (100% of proceeds must go to client related programming)
3) Searching and writing non-federal grants to support program’s service activities. (100% of funds must benefit client related programming.)
4) Planning and organizing fundraising events (car wash, benefit concerts, books, etc.) (100% of ALL proceeds received from events must go to client related programming).

SECTION V

Expectations to be met by the AmeriCorps member including Physical, Emotional, Intellectual Demands:

- Be punctual
- Complete & submit monthly AmeriCorps time sheets, activity logs, quarterly reports, and other documentation within established deadlines for the ACCESS Office, as well as documents/reports required by Service Site
- Maintain ongoing communication with on-site supervisor and ACCESS staff
- Wear AmeriCorps gear, symbol or name tag to identify self as an AmeriCorps member always when in service
- Attend and participate in AmeriCorps trainings, events, and service projects
- Complete the minimum number of service hours and trainings required by the position
- Job responsibilities are expected to be met throughout the entire service period
- Must treat all clients, volunteers and others staff with dignity, patience and respect
- Must respond to emails from staff in a timely manner
ECTION VI

Benefits Available: Please check applicable position.

☐ Full-time with stipend (1700 hours)
  1. Childcare service (must apply & be eligible)
  2. Health insurance free of charge (if eligible)
  3. Interpreter Training (for bilingual members)
  4. Forbearance (Payment Waiver) for outstanding student loans
  5. Interest Accrual Payment by the Corporation for National and Community Service
  6. $5,645 Education Award (equivalent to the Pell Grant)
  7. $12,100 Stipend (paid in 11 monthly installments)
  8. Mileage reimbursement at state rate per each training attended

☐ Part-time with stipend (900 hours)
  1. Interpreter Training (for bilingual members)
  2. Forbearance (Payment Waiver) for outstanding student loans
  3. Interest Accrual Payment by the Corporation for National and Community Service
  4. $2,822 Education Award (equivalent to the Pell Grant)
  5. $6,050 Stipend (paid in 11 monthly installments)
  6. Mileage reimbursement at state rate per each training attended

☒ Quarter-time Education Award Only (450 hours)
  1. Interpreter Training (for bilingual members)
  2. Forbearance (Payment Waiver) for outstanding student loans
  3. Interest Accrual Payment by the Corporation for National and Community Service
  4. $1,493 Education Award (equivalent to the Pell Grant)
  5. Mileage reimbursement at state rate per each training attended

Certification: The activities outlined in the Position Description are within the scope of the approved grant and the operating site/sub-grantee that oversees the selected member(s) has member agreements that contain the required elements and are signed for all members serving at their site.

<table>
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<tr>
<th>Khouan Rodriguez</th>
<th>AmeriCorps Program Director</th>
<th>AmeriCorps Program Director Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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